Form **12196** 

(Rev. February 2007)

Department of the Treasury – Internal Revenue Service

## Small Business Tax Product Order Blank For IRS Designated Partners

**Review Instructions Before Ordering** 

OMB No. 1545-1638

For more information on small business – www.irs.gov/businesse	For	For additional tax products – <a href="https://www.irs.gov/formspubs/index.html">www.irs.gov/formspubs/index.html</a>						
Print or type your name and address legibly in the space provided an order or to inquire about the status of your order.	d below a	nd FAX y	our orde	r to <b>1-309-662</b>	-2432. You may call 1-800-829-2765 to place			
A valid <b>Account Number</b> is <b>REQUIRED</b> to process your request.					2. Date			
1. ACCOUNT NUMBER:								
3. Name	Daytime telephone number				5. Date needed			
	(	)	-	ext.				
6. Delivery location (organization name/bldg./rm./floor)								
7. Address (number and street) P.O. Boxes are not preferred								
8. City, State, and Zip Code				Last date item can be accepted				
			Note: Back-ordered items will cancel two days before this date. If items(s) is (are) still needed, you must reorder.					

_	Cat. No.	Qty.	Product Number/Name		Cat. No.	Qty.	Product Number/Name
1	39085X Publication 1066 C - A Virtual Small Business Tax Workshop DVD  Tax Publications Used for Small Business Tax Workshops						
	Useful Publications for All Small Businesses			18	15065Z		Publication 535 - Business Expenses
2	15315W		Publication 910 - IRS Guide to Free Tax Services	19	15068G		Publication 538 - Accounting Periods and Methods
3	12350Z		<b>Publication 1518</b> - IRS Tax Calendar for Small Businesses and Self-Employed	20	15071D		Publication 541 - Partnerships
4	37263R		Publication 1518 SP - IRS Tax Calendar for Small Businesses and Self-Employed (Spanish)	21	150720		Publication 542 - Corporations
5	26757M		Publication 3207 - The Small Business Resource Guide, CD-ROM	22	15094C		Publication 551 - Basis of Assets  Publication 560 - Retirement Plans for Small
			Publication 3699 - Small Business and	23	46574N		Business (SEP, SIMPLE, and Qualified Plans)
6	30939G		Self-Employed Community Website Brochure	24	15150B		Publication 583 - Starting a Business and Keeping Records
7	33989Q		Publication 3995 - Recognizing Illegal Tax Avoidance Schemes	25	15154T		Publication 587 - Business Use of Your Home (Including Use by Daycare Providers)
	Filing and Paying Taxes Electronically		26	15160X		Publication 590 - Individual Retirement	
8	22397E	Publication 966 - The Secure Way to Pay Your Federal Taxes				Arrangements (IRAs)	
				27	13081F		Publication 946 - How to Depreciate Property
9	29593G		Publication 3603 - IRS e-file, Business Return Options Brochure	28	14332X		Publication 1635 - Understanding Your EIN - Employer Identification Number
10	33342B		Publication 3959 - The Convenient Way to Learn about EFTPS (CD-ROM)	29	16134L		<b>Publication 1779</b> - Independent Contractor or Employee
	Tax Pub	licati	ons Used for Small Business Tax Workshops	30	27940D		Publication 3402 - Tax Issues for Limited Liability Companies
11	10000W		Publication 15 - (Circular E), Employer's Tax Guide	31	34066S		Publication 3998 - Choosing a Retirement Solution for Your Small Business
12	21453T		Publication 15 A - Employer's Supplemental Tax Guide	32	34333A		Publication 4035 - Home-Based Business Tax Avoidance Schemes
13	29744N		Publication 15 B - Employer's Tax Guide to Fringe Benefits	33	35291P		Publication 4035 SP - Home-Based Business Tax Avoidance Schemes (Spanish)
14	11063P		Publication 334 - Tax Guide for Small Business	Useful Publications for Certain Businesses			
15	11081L		Publication 463 - Travel, Entertainment, Gift, and Car Expenses	34	34 44472W Publication 1244 - Employee's Daily Record of Tips and Report to Employer		
16	15008E		Publication 505 - Tax Withholding and Estimated Tax	25	22209J		Publication 1872 - Tips on Tips - A Guide to Tip Income Reporting for Employees in the Food and Beverage Industry
17	15059V		Publication 531 - Reporting Tip Income	33	222093	191	

Cat. No. 27056E Form **12196** (Rev. 2-2007)

	Cat. No.	Qty.	Product Number/Name	Cat. No.		Qty.	Product Number/Name	
Useful Publications for Certain Businesses (Cont.)			Additional Requested Products					
	22212G		Publication 1875 - Tips on Tips - A Guide to Tip Income Reporting for Employers in the Food and Beverage Industry	50	14425J		Form 1099-MISC - Miscellaneous Income	
36				51	27982J		Instructions - Form 1099-MISC	
37	26288G		Publication 3144 - Tips on Tips - A Guide to Tip Income Reporting for Employers in Businesses	52	112340		Form 940 - Employer's Annual Federal Unemployment (FUTA) Tax Return	
31	202000		Where Tip Income Is Customary	53	136601		Instructions - Form 940	
38	26307C	Publication 3148 - Tips on Tips - A Guide to Tip Income Reporting for Employees Who Receive Tip Income	54	17001Z		Form 941 - Employer's Quarterly Federal Tax Return		
			Tip Income	55	14625L		Instructions - Form 941	
39	31997W		Publication 3780 - Tax Information for Small Construction Businesses	56	11320B		Form 1040 - U.S. Individual Income Tax Return	
40	47514V		Publication 4492 - Information for Taxpayers Affected by Hurricanes Katrina, Rita, and Wilma	57	11325E		Instructions - Form 1040 with Schedules A, B, C, D, E, F, J, and SE	
	Additional Requested Products			58	11334P		Form 1040, Schedule C - Profit or Loss from Business (Sole Proprietorship)	
41	16055N		Form SS-4 - Application for Employer Identification Number	59	14374D		Form 1040, Schedule C-EZ - Net Profit from Business (Sole Proprietorship)	
42	62736F		Instructions - Form SS-4	60	60 11344L		Form 1040, Schedule E - Supplemental Income	
43	10134D		Form W-2 - Wage and Tax Statement	61	11358Z		and Loss	
44	10159Y		Form W-3 - Transmittal of Wage and Tax Statements	62	+		Form 1040, Schedule SE - Self-Employment Tax Instructions - Form 1040, Schedule SE	
45	25979S		Instructions - Forms W-2 and W-3				,	
46	102200	Form W-4 - Employee's Withholding Allowance Certificate	63	11340T		Form 1040ES - Estimated Tax for Individuals		
46	10220Q		64	18629R		Form 2553 - Election by a Small Business Corporation		
47	10231X		Form W-9 - Request for Taxpayer Identification Number & Certification	65	49978N		Instructions - Form 2553	
48	20479P		Instructions for the Requester - Form W-9	66	13232M		Form 8829 - Expenses for Business Use of Your	
49	144000		Form 1096 - Annual Summary and Transmittal of U.S. Information Returns	67	15683B		Instructions - Form 8829	

## **Purpose**

Form 12196 is used only by IRS designated partners for requesting tax products for use as training material in conducting educational services on IRS' behalf. Partners may include instructors for Small Business Tax Workshops, Small Business Development Centers (SBDCs), Service Corps of Retired Executives (SCORE) offices, Chambers of Commerce, or other like educational organizations.

When ordering, please follow these guidelines: (Products May Be Delivered in Multiple Shipments)

- 1. Enter a valid account number which was provided by your Stakeholder Liaison Representative. Only orders with valid accounts will be processed.
- 2. Enter today's date.
- 3. Enter the name of the person to whom the order will be shipped.
- 4. Enter the daytime telephone number of the person receiving the order.
- 5. Enter the date the order is needed.
- 6. Enter the delivery location, be specific.
- 7. Enter the complete mailing delivery address where the order is to be shipped. P.O. Boxes are not preferred.
- 8. Enter city, state, and ZIP code.
- 9. Give the last date order will be accepted (only products in backorder status after the date given will need to be reordered).

You may FAX your order blank to the IRS National Distribution Center. FAX to: 1-309-662-2432. This is not a toll-free telephone number and there is no acknowledgement of receipt of your fax.

## **Paperwork Reduction Act Notice**

We ask for the information on this form to carry out the Internal Revenue laws of the United States. Your response is voluntary.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code Section 6103. The time needed to complete this form will vary depending on the individual circumstances. The estimated average time is 5 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to: Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Avenue NW, Washington, DC 20224.

DO NOT send your order blank to the Tax Products Coordinating Committee. FAX it to: 1-309-662-2432.

Cat. No. 27056E Form **12196** (Rev. 2-2007)